

Waste Management Program Redesign Meeting
 Thursday, April 1, 2004 9am - 2:30pm
 Raptor Room @ SCR Headquarters
 3911 Fish Hatchery Road

PURPOSE: To get the Waste Management Program Redesign effort underway; organize the team effort.

OUTCOME: We understand our task and charge; we agree on the criteria for assessing recommendations; we begin work on the Communication & Input Plan

MEETING MATERIALS: Bring Calendars for the remainder of the year
 3/19/04 Memo from Al
 Waste Management Program Redesign for the Future
 Culture Themes (7/02)

	TOPIC	WHO	DECISION/FOLLOW-UP
9:00am	Logistics: Recorder Volunteer, Lunch Logistics, Purpose of Mtg., Agenda Repair	Sue B.	Discussion: Decision: Follow-up/Next Steps:
9:15am	Welcome, Expectations/Charge ✓ Hear Al's charge to the group ✓ Understand the charge and the 'expectations' (sideboards, themes, etc)	Al Shea	Discussion: Decision: Follow-up/Next Steps:
10:15am	Parameters ✓ Ground Rules. Decision-		Discussion:

	TOPIC	WHO	DECISION/FOLLOW-UP
	<p>Making</p> <ul style="list-style-type: none"> ✓ Criteria for the Redesign <ul style="list-style-type: none"> ▪ Discuss Goal Statements, Agree on the Criteria we use to measure acceptability of redesign recommendations ✓ Break in here sometime 		<p>Decision:</p> <p>Follow-up/Next Steps:</p>
12:15	Lunch		
12:45	<p>Baseline Info. & Pilots</p> <ul style="list-style-type: none"> ✓ Brainstorm/Discuss what data is needed to support this effort ✓ Discuss: Are there streamlining 'pilots' we should do early 		<p>Discussion:</p> <p>Decision:</p> <p>Follow-up/Next Steps:</p>
1:30	<p>Communication Plan</p> <ul style="list-style-type: none"> ✓ Define a plan that clearly conveys the "what, who, how, when and communication needs" for this effort, including staff and stakeholder input 		<p>Discussion:</p> <p>Decision:</p> <p>Follow-up/Next Steps:</p>
2:00pm	Future Meetings & Next Steps	All	<p>Discussion:</p> <p>Decision:</p> <p>Follow-up/Next Steps:</p>
2:30pm	Adjourn	All	Safe Travels